

**Trent Hills Public Library Board Meeting**  
**Thursday, April 16, 2020**  
**2:00 p.m.**

Present: **Board:**

Jennifer Marshall  
Cathy McDonald  
Keith Donnelly  
Rosemary Kelleher- MacLennan (Deputy- Mayor)  
Catherine Redden (Council)

Staff: Mary-Jo Mahoney, Library CEO and Brianne Parr, Children's Librarian

Guest: Peggy Malcolm, SOLS

**1. Call to order**

The April meeting of the Trent Hills Public Library was held virtually and was called to order by CEO Mary-Jo Mahoney at 2:00 pm.

**2. Election of Trent Hills Public Library Chairman**

**12/20** It was moved by Catherine Redden and seconded by Keith Donnelly that Jennifer Marshall be made chair of the Trent Hills Public Library. **CARRIED**

Jennifer Marshall accepts the position of Chairman of the Trent Hills Public Library Board effective April 16, 2020. From this point, Jennifer Marshall was able to chair the meeting of the Library Board.

**3. Approval of the Agenda**

**13/20** It was moved by Rosemary Kelleher-MacLennan and seconded by Jennifer Marshall that the agenda be accepted as amended. **CARRIED**

**4. Disclosure of Pecuniary Interest & the Nature Thereof**

None

**5. Approval of the Library Board meeting minutes**

**14/20** It was moved by Cathy McDonald and seconded by Rosemary Kelleher-MacLennan that the library board minutes of the January 20, 2020 meeting be accepted. **CARRIED**

**6. Librarian's Report**

The first part of the report is for the period prior to the Covid-19 closure. The Ontario Library Association (OLA) Conference was well attended by Library Staff and one Board Member. With the assistance of Diane Muldoon and Ben Marshall, along with staff, the library brought back \$4,310.00 worth of books to distribute throughout the three branches. The application for a summer student

through Canada Summer Jobs has been completed. Three carts have recently been purchased to assist patrons with handling their books and we are hoping this will help with accessibility for patrons along with the Reader Pens.

Bail's Book Club Classes, students have been unable to participate this past month due to the "work to rule" conditions and COVID-19. However, the Bail's Book Club program is sponsoring our participation in a new early literacy program called '1000 Books before Kindergarten'.

February 21<sup>st</sup> was a strike day for the schools, so the Campbellford Branch Library hosted a movie afternoon and showed the recently released film "Abominable". March 7<sup>th</sup> was Paper Bag Princess Day, and in celebration of its 40<sup>th</sup> Anniversary over 600 libraries, educators and booksellers are participating in programming worldwide! We hosted a program that morning from 10am – 11am. Sheila Wright visited the library on Valentine's Day to discuss her book "Amare", it was very well attended and enjoyed by all.

Warkworth Branch staff have started a new weekly crochet club, and story time numbers continue to grow, Authors Douglas Gardham and Linda Hutsell Manning have spoken at the branch and Sheila Wright returned to the library to do a workshop on acrylic pour magnets. A musical event was hosted with instruments from the Musical Instruments lending library in Stirling.

The Hastings Hot Topic Book Club this month is Horses. They have ongoing 'Hooked on Crochet' programs, Dowsing Workshops, one on one computer tutorials, Boredom Buster boxes and Preschool Story Time. Sheila Wright also paid a visit to Hastings to do an acrylic pour workshop which was well attended. Hastings had the assistance of two teens to help them select recent YA additions to the collection.

During the Covid-19 pandemic, library staff (2 per branch) worked emptying the shelves at the libraries, cleaning, weeding books, relabelling items, and returning items. Staff have been working on ordering materials, completing courses, program planning, and have been answering inquiries and checking on vulnerable patrons. During this time, staff have been reviewing and updating the Collection Plan, Technology Plan and the Accessibility Plan.. We also signed up new members and initiated virtual story hours. All previous programs and events have been cancelled until the end of May. Unfortunately, the delivery and installation of the new shelving for the three branches has been postponed until after the State of Emergency.

A discussion was held on adding to the library's e-resources. SOLS Consultant Peggy Malcolm in attendance at the board meeting, offered to forward information on Overdrive Advantage (e-books for Trent Hills patrons to use), Press Reader (newspapers and magazines) and the remote edition of Ancestry.com. It was recommended that the library's website and Facebook pages focus on using the library's e-resources

**15/20** It was moved by Catherine Redden and seconded by Keith Donnelly that the library proceed with an enhancement of online resources by ordering a 6-month subscription to the Press Reading and spending up to \$5,000.00 on the OverDrive Advantage program. **CARRIED**

**16/20** It was moved by Jennifer Marshall and seconded by Cathy McDonald to accept the Librarian's report. **CARRIED**

**b) Safety, Health & Environmental Issues:**

All protocols were followed during COVID-19, this included Municipal, other libraries and with Provincial and Federal stipulations. CEO, Mary-Jo Mahoney will be providing a weekly report to the library Board and a three-month plan for the library at the May 7, 2020 meeting.

**7. Treasurer's Report:**

**17/20** It was moved by Deputy Mayor Rosemary Kelleher-MacLennan and seconded by Jennifer Marshall that the Treasure's Report for 12/31/19 and 3/31/20 be received and filed. **CARRIED**

**18/20** It was moved by Jennifer Marshall and seconded by Keith Donnelly that the Director of Finance/Treasurer transfer the Library's 2019 year end surplus amount of \$71,868.16 to the Library General reserve account. **CARRIED**

**8. Minutes from Standing and Ad hoc Committees of the Library Board:**

**19/20** It was moved by Catherine Redden and seconded by Keith Donnelly that the minutes of the Purchasing Committee from February 10 and 20, 2020 and the minutes of the Governance Committee minutes from February 11, 2020 be accepted for information. **CARRIED.**

**9. Business arising from Minutes**

**20/20** Moved by Cathy McDonald sand seconded by Keith Donnelley to accept the Policy OP-21 Gift acceptance as amended. **CARRIED**

**10. Old Business:**

**21/20** It is the Board's recommendation, as moved by Catherine Redden and seconded by Cathy McDonald to accept the resignation of Board Chair Jaya Aronnilakkara effective March 18, 2020. A letter of thanks to follow. **CARRIED**

**22/20** It is the Board's recommendation, as moved by Catherine Redden and seconded by Jennifer Marshall, that those staff members in positions without enough ongoing library work, be put on Declared Emergency Leave as of April 14, 2020. **CARRIED**

**23/20** It is the recommendation of Catherine Redden and seconded by Keith Donnelly to place a hold on the Library reaccreditation process. **CARRIED**

**24/20** It is the recommendation of Catherine Redden and seconded by Cathy McDonald to continue with the IT contract and review before September. **CARRIED**

**11. New Business:**

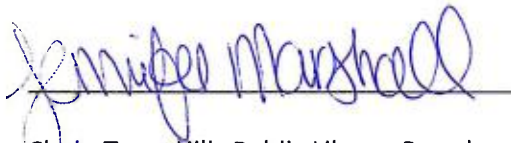
**25/20** It was moved by Catherine Redden and seconded by Deputy Mayor Rosemary Kelleher-MacLennan to adopt the annually increase to the mileage allowance and the COLA adjustment. **CARRIED**

**26/20** It was moved by Jennifer Marshall and seconded by Cathy McDonald to move in camera to discuss an item under the Public Libraries Act. Section 16.1 (4b) as a personal matter about an identifiable individual at 3:12pm. **CARRIED**

**27/20** It was moved by Catherine Redden and seconded by Cathy McDonald to rise out of camera at 3:25. **CARRIED**

**12. Next Meeting:** May 7, 2020 at 2:00 pm by electronic participation.

**13. Adjourned:** Move to adjourn by Jennifer Marshall at 3:45 pm. **CARRIED**



Chair, Trent Hills Public Library Board

**Jenifer Marshall**



Secretary/CEO

**Mary-Jo Mahoney**